

TARRAGON

Tarragon Theatre Artistic Director Position Description Package *Revised 08/17/20

1. SUMMARY

- Organization: Tarragon Theatre
- Job Name: Artistic Director
- Location: 30 Bridgman, Toronto, ON
- Company Website: <http://www.tarragontheatre.com/>
- Reports To: Board of Directors
- Direct Reports: Artistic Staff
- Type: Full Time
- Salary Range: \$80,000 - \$95,000 gross per annum commensurate with skills and experience
- Start Date: June/July 2021

Tarragon Theatre supports the writing, development and production of new Canadian plays. Approaching its 50th Season, Tarragon's current Artistic Director Richard Rose has announced his retirement from the position, departing in June 2021. The Board of Directors for Tarragon are grateful for Richard's strong leadership over his 19 years of service, and are excited to look to a new Artistic Director to build on this strong legacy and to steward the Mission and Mandate of the theatre. The goal is for a new Artistic Director to begin June 2021 - with some allowance for crossover and transition. Richard will program the 2021/22 season, with the new AD to program the 22/23 season to be announced Feb/March 2022.

2. ABOUT TARRAGON

Tarragon Theatre creates, develops and produces new Canadian theatre that reflects and illuminates the diversity and complexity of the contemporary human experience. Tarragon provides the conditions for that new work to thrive through high-quality development, production and administrative infrastructure. Tarragon trains and supports new generation, emerging and established artists through extensive residencies, flexible play development programs and substantial producing capabilities; and fosters relationships with artists in other theatrical traditions and communities. Audience development is a priority: we implement targeted educational programs and marketing strategies to generate show-specific and long-term audiences for new theatre. To complement our new creations, Tarragon presents new plays from across Canada, revives significant Canadian plays, and produces international work, both contemporary and classical.

While Tarragon pursues plays that grapple with intellectual arguments and historical facts, the investigation of the human experience is absolutely primary in the theatre's work. The goal is a transcendent and evocative theatre, manifesting our humanity and fostering a compassionate and generous society. Tarragon chooses plays that investigate who we are within local and global contexts,

and gives voice to a diversity of contemporary lived experiences. Tarragon is known as a playwright's theatre primarily, and increasingly presents alternative means of creation, exploring a diversity of voices and artistic practices to inspire the audience's imagination.

The season, which runs between September and June, consists of five plays in our 205-seat Mainspace and two to four plays in our 108-seat Extraspace. Each production includes a full week of previews followed by a five-week run, with subscribers forming a strong base for attendance. Seasonally, we also produce three to four public workshops in the WorkSpace, as well as play development activities and festivals.

HISTORY

Bill and Jane Glassco founded Tarragon Theatre in 1970. Bill Glassco was the Artistic Director from 1971 to 1982. In 1982, Urjo Kareeda took over as Artistic Director and remained in that role until his death in December 2001. Richard Rose was appointed Artistic Director in July 2002. Tarragon is well known as a playwrights' theatre, and as a centre for the development, creation and encouragement of new work. Over 180 works have premiered at Tarragon. Playwrights who have premiered their work here include Sean Dixon, David French, Rosa Labordé, Daniel MacIvor, Joan MacLeod, Hannah Moscovitch, Morris Panych, James Reaney, Jason Sherman, Erin Shields, Drew Hayden Taylor, Judith Thompson and Norman Yeung among many others. The theatre has been a pioneer in presenting Quebecois plays in translation, notably works by Michel Tremblay, Carole Fréchette and Wajdi Mouawad.

THE ORGANIZATION

Tarragon has generally operated with a budget of \$2.8M, a Board of Directors of 15, a staff complement of up to 19 (full-time, part-time, and contract), and 13 resident artists including playwrights-in-residence. Tarragon Theatre is co-led by the Artistic Director and the Managing Director, who both report to the Board of Directors. In addition to the two playing spaces, the Tarragon Studio has three rehearsal halls; carpentry, wardrobe & prop shops; and an office for the playwrights-in-residence. The Artistic teams report to the Artistic Director; and Marketing, Fundraising, Education, Production and Patron Services report to the Managing Director, but may also take direction from the Artistic Director.

3. THE POSITION SUMMARY

Carrying on Tarragon's mandate to support the writing, development and production of new Canadian plays covering the wide breadth of Canadian culture; this position drives the artistic direction, vision and programming of the theatre in partnership with the Managing Director. Tarragon Theatre seeks an exciting and inclusive artistic leader with a passion and track record in developing and nurturing playwrights and new Canadian plays. Tarragon's new Artistic Director will be an experienced and accomplished theatre artist.

Tarragon Theatre invites applications from all qualified individuals and encourages applications from members of racialized groups/visible minorities, women, Indigenous persons, persons who are Deaf and/or have a disability, persons of any sexual orientation, and persons of any gender identity or gender expression.

4. POSITION RESPONSIBILITIES

- Artistic Leadership
 - Conceives, develops, and implements an artistic vision for Tarragon Theatre consistent with its mission and values, reflecting and responding to the evolving communities in Toronto and across Canada.
 - Ensures Tarragon's artistic operations meet the highest standards at all times.
 - Plans and prepares season programming, within the organization's mandate and within budget
 - Recruits, secures and oversees all artistic and creative teams
 - Seeks out, commissions, and supports emerging and established writers
 - Ensures a high standard of dramaturgical input to new plays commissioned, developed and produced by the Theatre
 - Supports audience engagement and education initiatives.
 - Inspires and motivates artists, staff, board members, audiences, donors, sponsors, and more.

- Organizational Leadership
 - Alongside the MD, develops and executes Tarragon's strategic and operational priorities in alignment with artistic needs and values.
 - Attends and reports at meetings of the Board of Directors and its committees. Communicates appropriate information to the Board on all artistic matters relevant to the discharge of its responsibilities.
 - Develops and leads artistic policy that contributes to the organization's mandate and overall strategic objectives.
 - Oversees and manages direct and indirect staff reports.
 - Ensures artistic staffing structures are conducive to an effective, working team.

- External Relationships
 - Maintains the highest level of awareness of national and international theatre trends and other artistic disciplines
 - Maintains strong relationships with artists in the local and national arts community, particularly with playwrights, dramaturges and creative teams
 - Maintains strong relationships with producing and artistic partners, both nationally and internationally.
 - Engages in proactive community engagement with patrons (current and potential), industry & civic associations.

- Resources and Communications
 - Serves as the public face of the organization and as spokesperson with media, partners, patrons, volunteers and other stakeholders to build engagement, interest, and loyalty.
 - Plays a key role in supporting development/fundraising strategy and in fostering strong relationships with existing and potential funders.
 - Supports Tarragon's communications, public relations, and marketing efforts.

- Operational
 - Creates long-term artistic objectives, keeping budgets and high level financial forecasts in mind.

- Collaborates with the MD in the preparation of overall organizational budget. Maintains oversight of production costs and ensures fiscal prudence.
- Oversees the process of shows in production

5. THE CANDIDATE

Desired Qualifications

- A minimum of three to five years of artistic leadership at one or more theatrical organizations.
- A successful record of demonstrated excellence in programming and bringing to the stage significant theatre productions, particularly in Canada.
- The ability to program and develop new Canadian plays combined with an ability to provide dramaturgical support to writers.
- Demonstrable knowledge and understanding of work to support the growth and development of artists, and a deep knowledge of Canadian artists and playwrights.
- A high degree of integrity, energy and creativity.
- Outstanding communication and presentation skills - both written and verbal.
- A strong track record of collaboration, leadership and strong team building, with excellent interpersonal skills.
- A record of innovative audience development.
- A strong reputation as a respected professional in the theatre industry.
- A national and international network of relationships with counterparts in other theatre companies, as well as writers, directors, musicians, choreographers and others.
- Excellent stakeholder management skills; experience reporting to a Board is an asset.
- A proven record of attracting and collaborating with artists of the highest calibre, developing new projects, co-productions, creative partnerships and nurturing artists.
- An entrepreneurial spirit balanced with financial acumen.
- Proven success in supporting and galvanizing fundraising initiatives.
- An understanding of overall organizational finances and season budgeting
- Experience at a venued organization considered an asset.

Attributes

- A creative leader with a passion and belief in the importance of Tarragon's vision and values.
- A genuine commitment to the principles of equal opportunity, cultural diversity, and broadening access to the arts.
- Clarity of artistic vision and ambition, with a passion for (contemporary) theatre that explores and addresses social issues as well as theatre that engages and entertains.
- An in-depth awareness of theatre activity: locally, nationally, and internationally. Brings a global perspective capable of developing international collaborations.
- A demonstrated dynamic public presence that will inspire the Board, staff, donors and patrons to support the public vision.
- Large-scale ambition with a sensitivity to local culture, fostering a sense of community.
- A collaborative leader who works well with staff, and has a supportive and empowering management style.
- Able to delegate, negotiate, resolve conflict, and manage performance.
- A commitment to contribute to the local community as a resident of Toronto.
- Resilience and responsiveness to the changing external environment.
- A willingness to foster collegial relationships with peers and other members of management

6. HOW TO APPLY

Tarragon Theatre has formed a Search Committee including Board members, the Managing Director and members of the Theatre Community:

- *Board Members:* Elaine Stavro – Board President, Adam Bryk – Board Treasurer, Search Committee Chair, Laurence Siegel, Heather Yamoah
- *Organizational and Community Representation:* Jeff Ho, Andrea Donaldson, Philip Akin, Andrea Vagianos - Tarragon Managing Director.
- Facilitation and coordination by Jeanne LeSage of LeSage Arts Management.

Please submit your application by emailing your cover letter and résumé no later than **5pm (EST), Friday, September 4, 2020** to: Jeanne LeSage at TarragonAD@LeSageArts.com. Accommodations are available upon request for applicants from the Deaf and disability communities.

Please include a cover letter which ensures you address the following question:

Where do you see Tarragon in the theatre ecology in Toronto and Canada, and where do you imagine taking it in the future?

Tarragon Theatre acknowledges the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We are grateful to work in this meeting place of Toronto as part of this community, on this territory.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada. All applications will remain confidential and will be carefully reviewed and assessed by the Search Committee.